

Roma Independent School District

Home of the Mighty Gladiators

Superintendent

Carlos Guzmán

Office of Student Improvement
Instructional Technology Department



October 10, 2016

Request for Waiver under Special Circumstances

To Whom It May Concern:

I am formally requesting a waiver for the following reason.

On September 6, 2016, I erroneously submitted four "Service Delivery Deadline Extension" using the "Invoice Deadline Extension Request". After receiving an approval/acknowledgment email from deadline@sl.universalservice.org labeled "Invoice Deadline Extension", I realized I had unfortunately filed the incorrect form.

I have included (on the second page) one of the four letters I wrote for the extension. I used the same format and only changed BEN, FRN's and Application Numbers. Please note that I did use the "Service Delivery Deadline Extension" subject on the letter and that the request was made on September 6, which was in a timely manner, before the deadline of September 30.

I have created the table below to show what I have on record. I created these on September 6, 2016.

Entity Name	BEN	SLD Inquiry #	Application #	FRN
Roma Middle School	91566	22-905491	1044785	2850010
Roma High School	91564	22-905477	1033133	2819304
Emma Vera Elementary	91561	22-905481	1044582	2849396
FJ Scott Elementary	91567	22-905489	1033136	2810743

I do hope that you consider this request for Waiver. Please note that I take full responsibility for my mistake; however, I ask that you please read the attached letter to further understand this request.

Respectfully,

The signature is written in a cursive, flowing style in blue ink. It appears to read "Leticia Cadena".

Leticia Cadena

Instructional Technology Director, Roma ISD

September 6, 2016

Service Delivery Deadline Extension Request
Schools and Libraries Division - Correspondence Unit
30 Lanidex Plaza West PO Box 685
Parsippany, NJ 07054-0685

To Whom It May Concern:

Please consider this letter a formal request for a "Service Delivery Deadline Extension".

Contact Information:

Entity & BEN	Emma Vera Elementary (BEN: 91561)
SLD Inquiry #:	22-905481
Contact Person	Leticia Cadena
Mailing Address	P.O. Box 187, Roma, Texas 78584
Phone Number	956-849-1377
Email	lcadena@romisd.com
Service Provider	Liberty Solutions LP (SPIN 143014313)
Funding Year	2015 (07-01-2015 to 06-30-2016)
Application Type	Form 471
Application Number	1044582
FRNs	2849396
Service Delivery Extension Reason	The applicant requests an extension because the service provider is unable to complete delivery and installation for reasons beyond the service provider's control. The Request for Service Delivery Extension meets criterion 3.

Service Delivery Explanation:

Roma ISD needs this extension because I was out of the office for approximately 7 months due to chemotherapy to treat cancer (Non-Hodgkin's Lymphoma). On very few occasions did I work on urgent matters. Not that it was not urgent, but I had to prioritize due to my energy level. I am grateful to say that I am in remission.

Since I had not followed up on this till late June, we have not received some of the networking gear from the Liberty Solutions distributor; consequently, the complete installation of the gear is not anticipated until after September 30, 2016. At the present time, Liberty Solutions anticipates the release and shipment of the remaining networking gear over the next two weeks and will begin the installation of the equipment upon receipt by the district.

We sincerely appreciate all consideration regarding this matter and thank you for your cooperation.

Respectfully,



Leticia Cadena

Instructional Technology Director, Roma ISD